AmpliFund

2023 City of Everett Applicant Training

September 15, 2022

Application Submission Overview

AmpliFund

- ✓ Opportunity Information
  - ✓ Opportunity Details
  - ✓ Evaluation & Scoring
- ✓ Registering to Apply
- ✓ Navigating the Applicant Portal
- ✓ Completing the Application
- ✓ Submitting the Application

Opportunity Information

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EVERETT WASHINGTON

Log In

2023 Community Development Block Grant (CDBG)*

Print | Help | Download | Save | Apply

Opportunity Details | Evaluation & Scoring

Opportunity Information

Title	2023 Community Development Block Grant (CDBG)*
Description	Each year since 1976, the City of Everett has received funding from the U.S. Department of Housing and Urban Development (HUD). This funding comes in the form of the Community Development Block Grant (CDBG). The Citizens Advisory Committee reviews the annual applications and makes funding recommendations to City Council.
Awarding Agency Name	City of Everett
Agency Contact Email	communitygrants@everettwa.gov
Fund Activity Categories	Community Development
Category Explanation	15% of the Annual Award Allocation is available for Public Services 65% of the Annual Award Allocation is available for Non-Public Services 20% of the Award is restricted for Planning/Administration of Award
Opportunity Manager	Kembra Landry
Posted Date	9/14/2022
Announcement Type	Initial Announcement
Funding Opportunity Number	B23MC530004
Public Link	https://www.gotomygrants.com/Public/Opportunities/Details/0f4cad33-232e-429d-80b8-ab94857287c8
Is Published	Yes

Evaluation & Scoring

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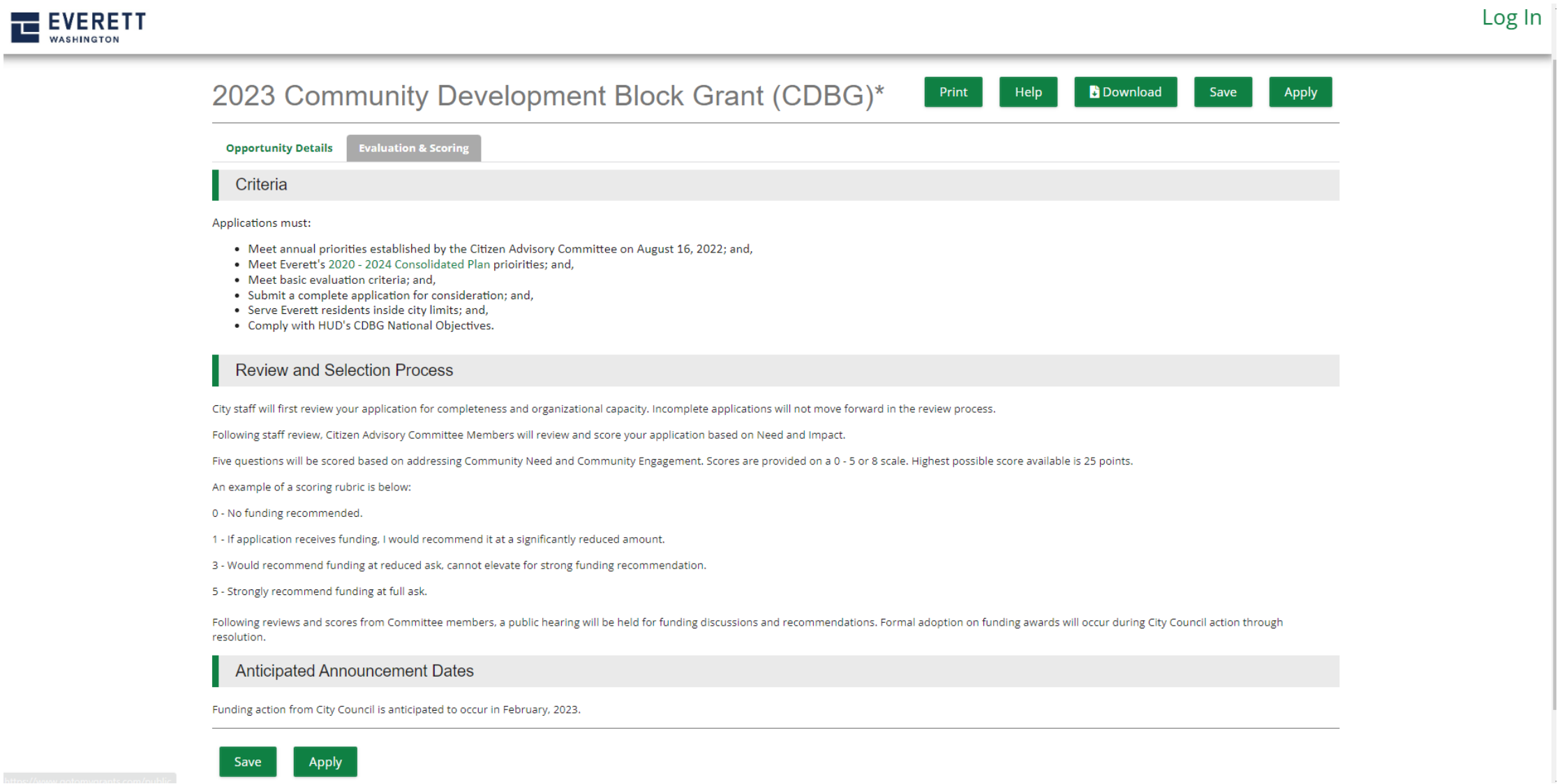

Registering to Apply

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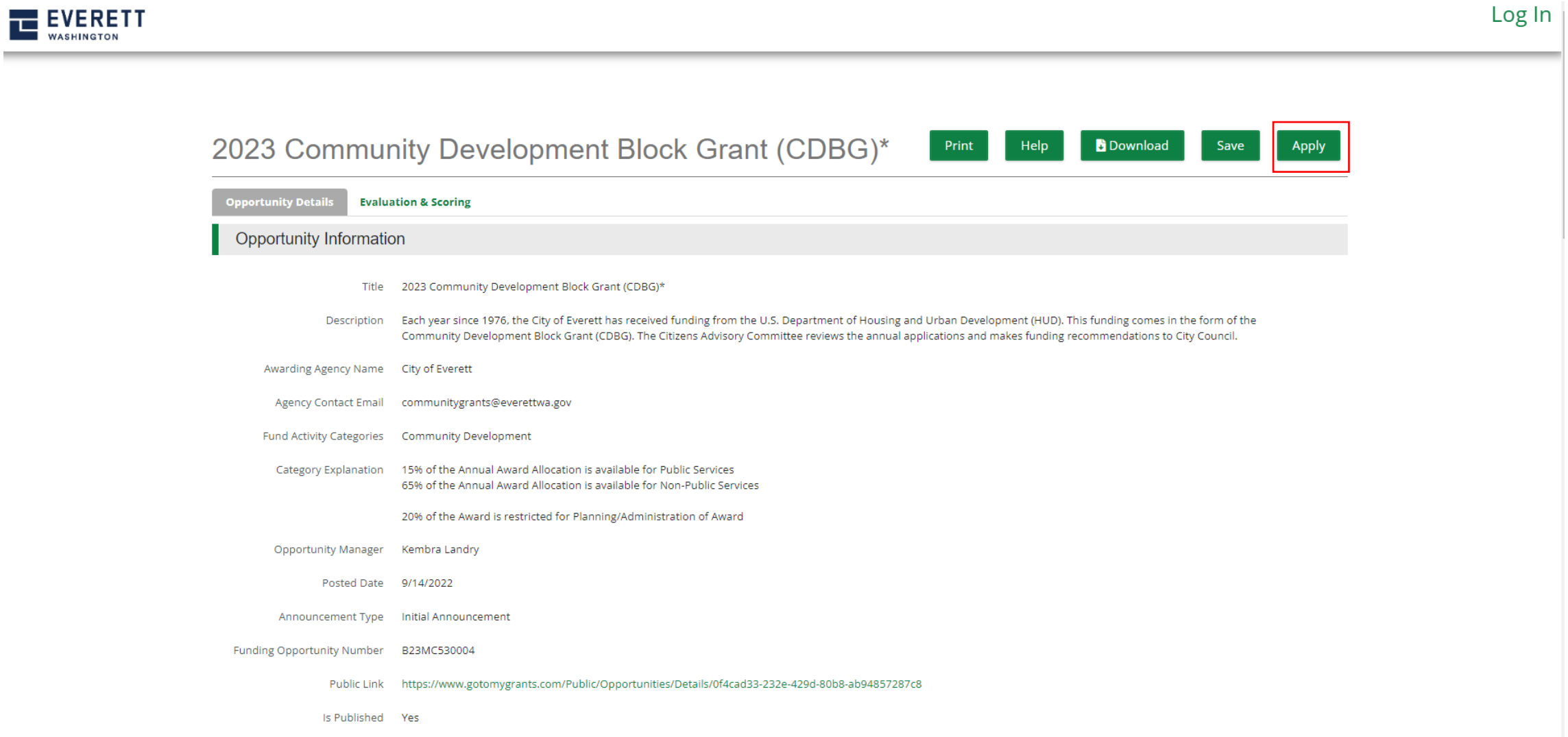
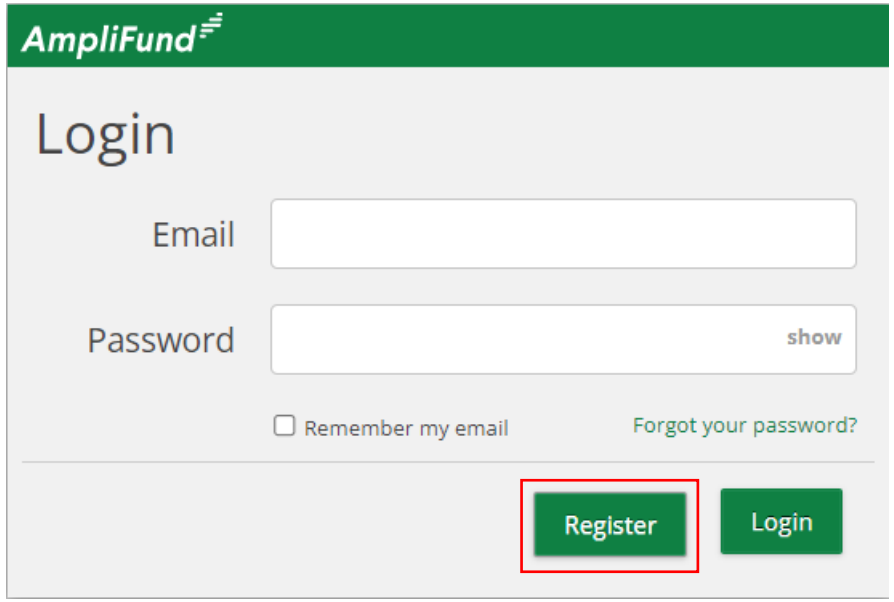
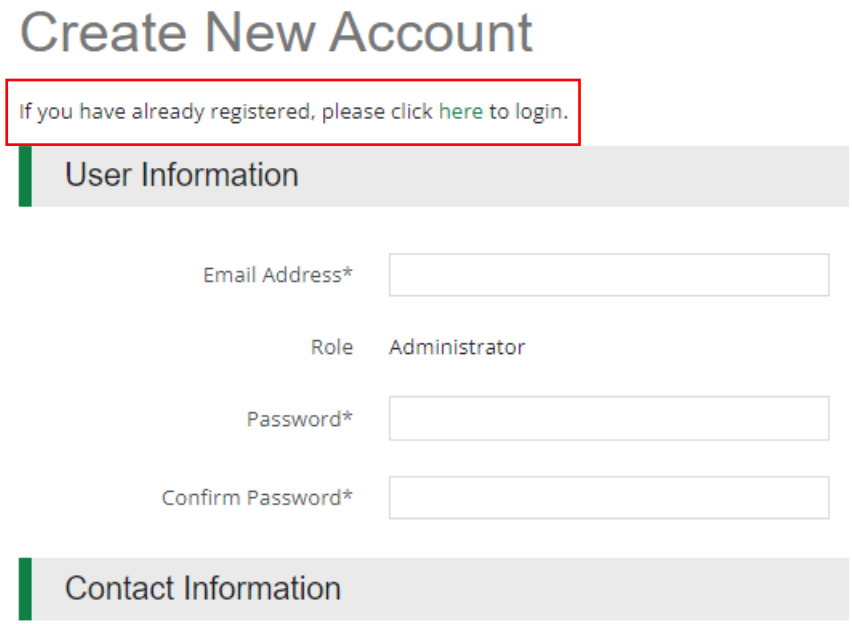
- By clicking the 'Apply' button applicants will be prompted to Log In or Register



Registering to Apply

- When the AmpliFund Login screen appears, users will click the ‘Register’ button to Create New Account for their Applicant Organization
- Applicants should only Register ONCE for their Organization
  - Users can be added to the Organization account





Returning AmpliFund Users

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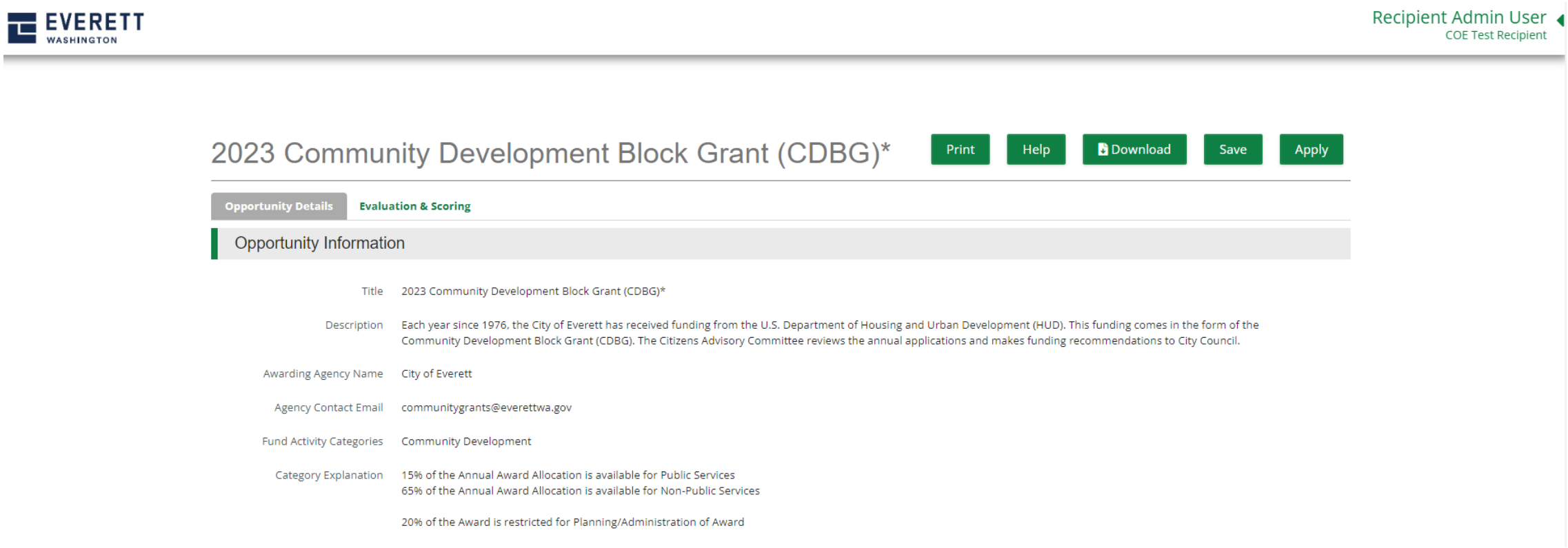
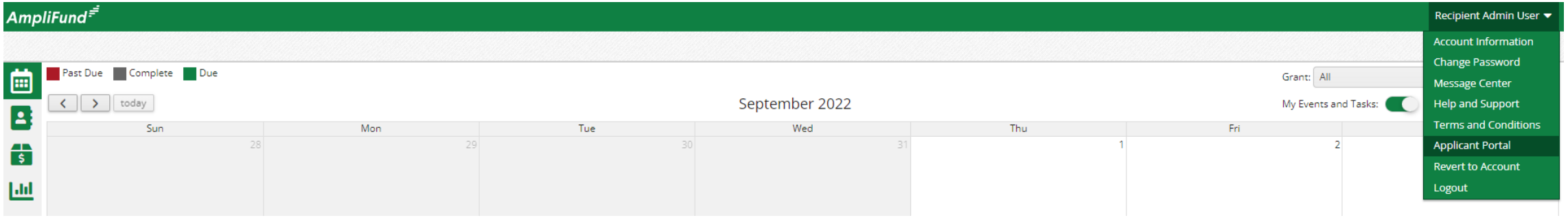
- Users who have previously received an award from the City of Everett and have an active AmpliFund account where they are managing another award (2022 Human Needs), will NOT need to Register their organization again. Upon entering the established credentials when logging in, user(s) will be redirected back to the Apply screen



Returning AmpliFund Users

- Once you have started an application and are an existing AmpliFund user (with an active Award):
  - To return to your previously started application, after logging in to gotomygrants.com you will select the dropdown by your username and select **Applicant Portal** where you can access the previously started Application by your organization
  - If your user record does not have access to the applicant portal, please have your account administrator update your user profile to include access to the Applicant Portal



Navigating the Applicant Portal

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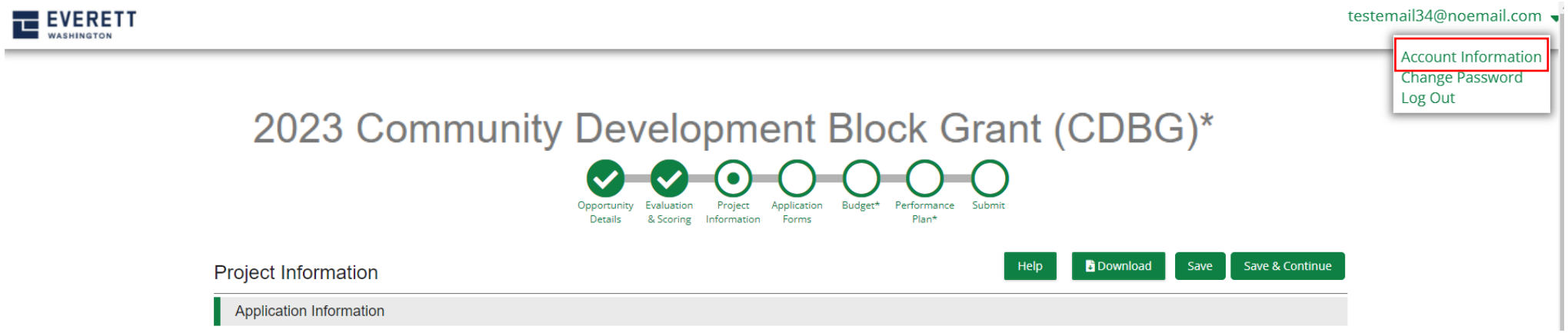
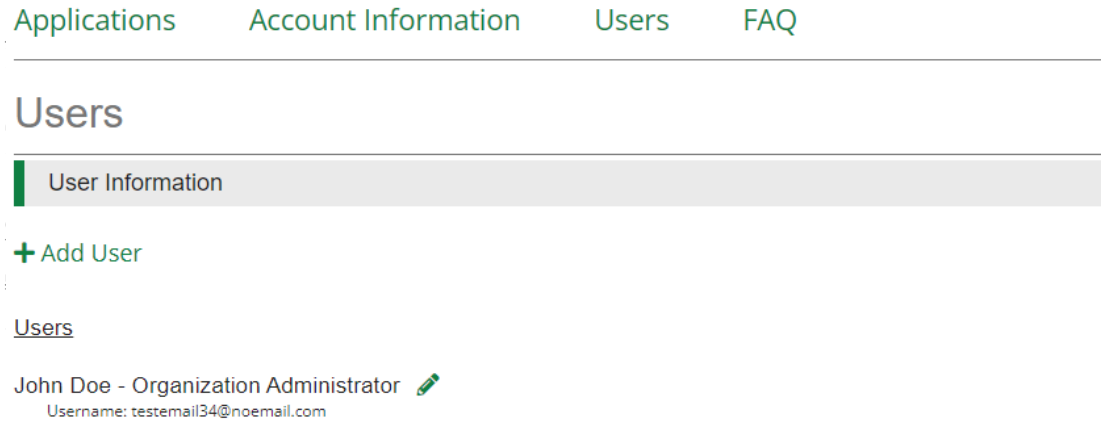
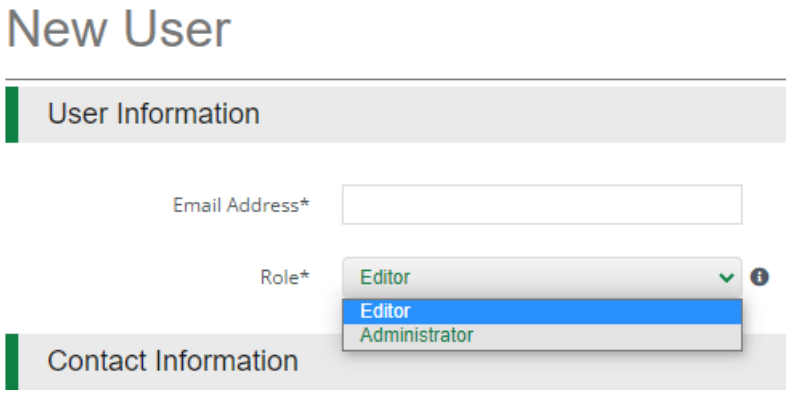
- Once registered and in the applicant portal, users can edit their information or **Add Users** through the **Account Information** section
- User roles: Editor vs Administrator
  - Editor can modify application but cannot submit

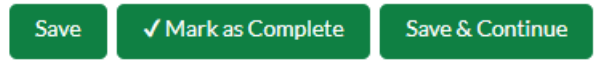


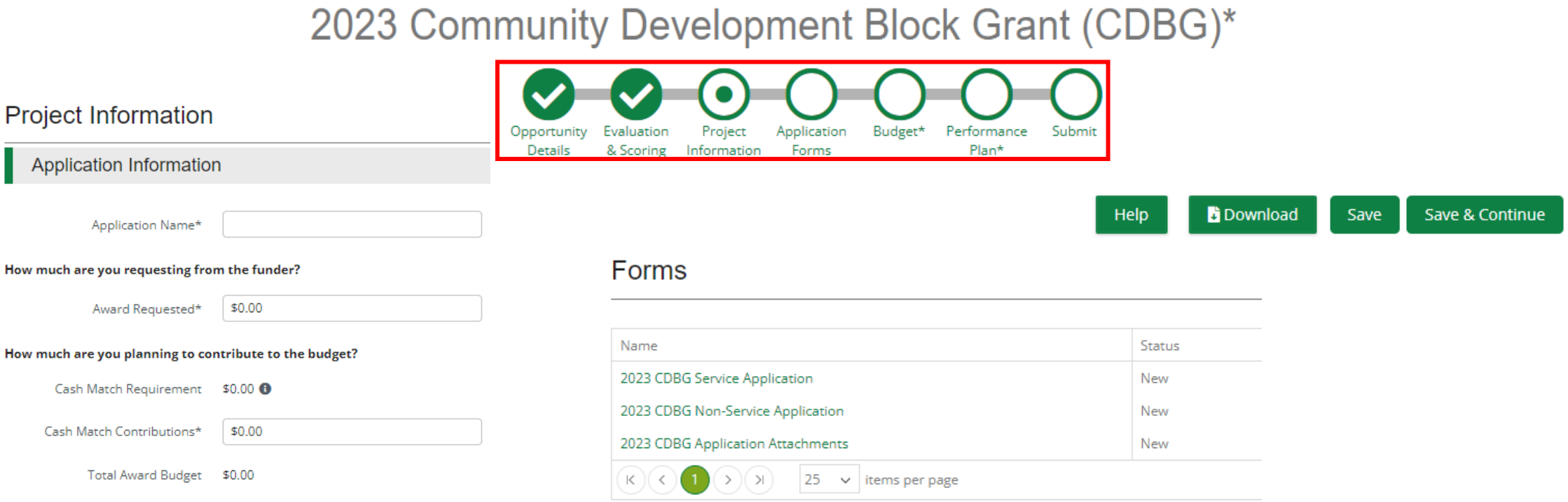




Completing the Application

- Navigation toolbar provides quick access to all sections of the application
  - Once 'Marked as Complete' a checkmark will appear on the section header
- **Save** – Saves progress and remain on current page
- **Mark as Complete** – Indicates the form has been completed
- **Save & Continue** – Save progress on page and move on to next section/form





Completing the Application – Budget

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- Approved Categories have already been established for applicants
- Budget line items can be created by clicking the + next to the appropriate category
  - Total Requested amount must be fully allocated within budget before marking as complete

Proposed Budget

Expense Budget

	Category	Grant Funded	Non-Grant Funded	Total Budgeted
+	Personnel	$0.00	$0.00	$0.00
+	Fringe Benefits	$0.00	$0.00	$0.00
+	Equipment	$0.00	$0.00	$0.00
+	Supplies	$0.00	$0.00	$0.00
+	Construction	$0.00	$0.00	$0.00
+	Consultants/Contracts	$0.00	$0.00	$0.00
+	Administrative	$0.00	$0.00	$0.00
+	Childcare	$0.00	$0.00	$0.00
+	Direct Financial Housing Assistance	$0.00	$0.00	$0.00
+	Food Costs	$0.00	$0.00	$0.00
+	Indirect	$0.00	$0.00	$0.00
+	Operational	$0.00	$0.00	$0.00
+	Site Development	$0.00	$0.00	$0.00
+	Tax	$0.00	$0.00	$0.00
	Total Expense Budget Cost	**$0.00**	**$0.00**	**$0.00**

Revenue Budget

Grant Funding			
Award Requested	$150,000.00		$150,000.00
Subtotal	**$150,000.00**		**$150,000.00**
Non-Grant Funding			
Cash Match		$75,000.00	$75,000.00
Subtotal		**$75,000.00**	**$75,000.00**
		Total Revenue Budget Cost	**($225,000.00)**
		Total Overall Budget Cost	**($225,000.00)**

The Total Overall Budget Cost must be $0.00

New Line Item

Budget Item Information

Category: Personnel

Available for all grant applications.

Item Type: Non-Personnel

Name*

Direct Cost*: $0.00

Non-Grant Funded: Yes

Grant Funded: $0.00

Cash Match: $0.00 Dollar Percentage

Total Budgeted: $0.00

Narrative

Create Cancel

Completing the Application – Performance Plan

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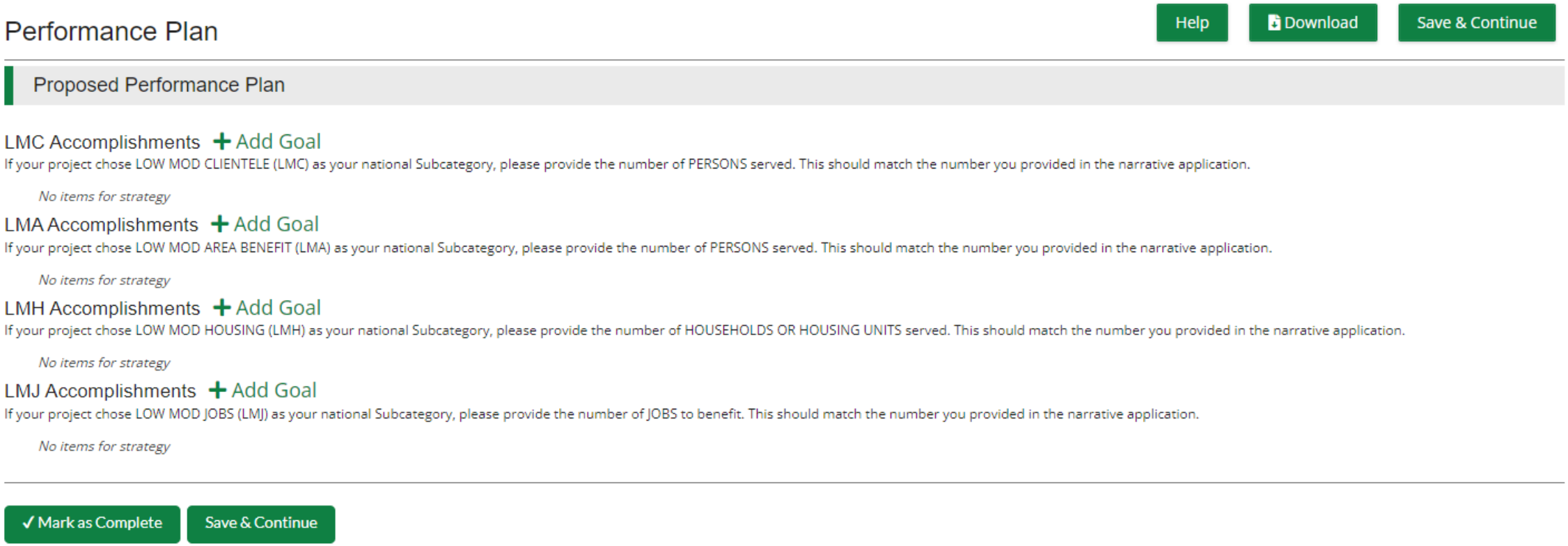
- Based on the **Project Type** selected within the application form, applicants should Add a Goal to the appropriate Strategy (LMC, LMA, LMH, LMJ)
  - All goal types are Numeric
- Within the selected strategy provide a *Goal Name* and *Number to be achieved* during the award period



Completing the Application – Performance Plan

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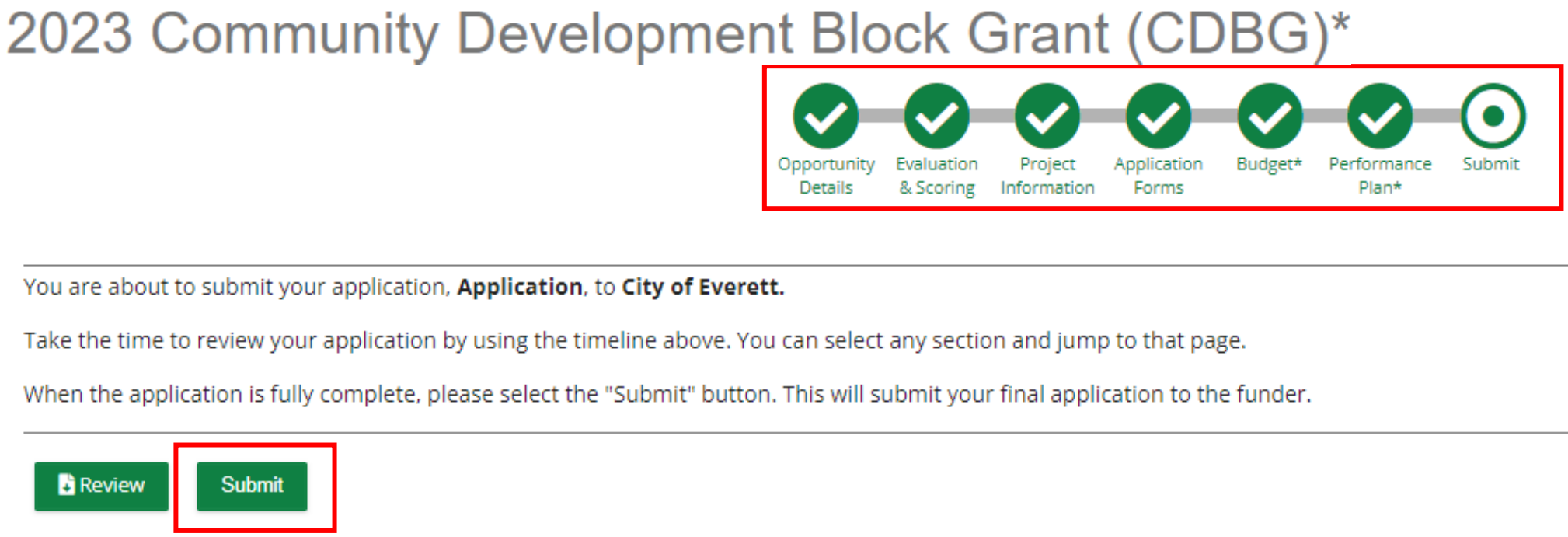
- Once all sections have been Completed and the Checkmark displays in the Navigation Timeline, a user with the **Administration** role can click the **Submit** button.
- Once Submitted, applications cannot be modified



AmpliFund Support Site

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Submit a support ticket:

support@amplifund.Zendesk.com

Visit the support portal:

https://amplifund.zendesk.com

Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

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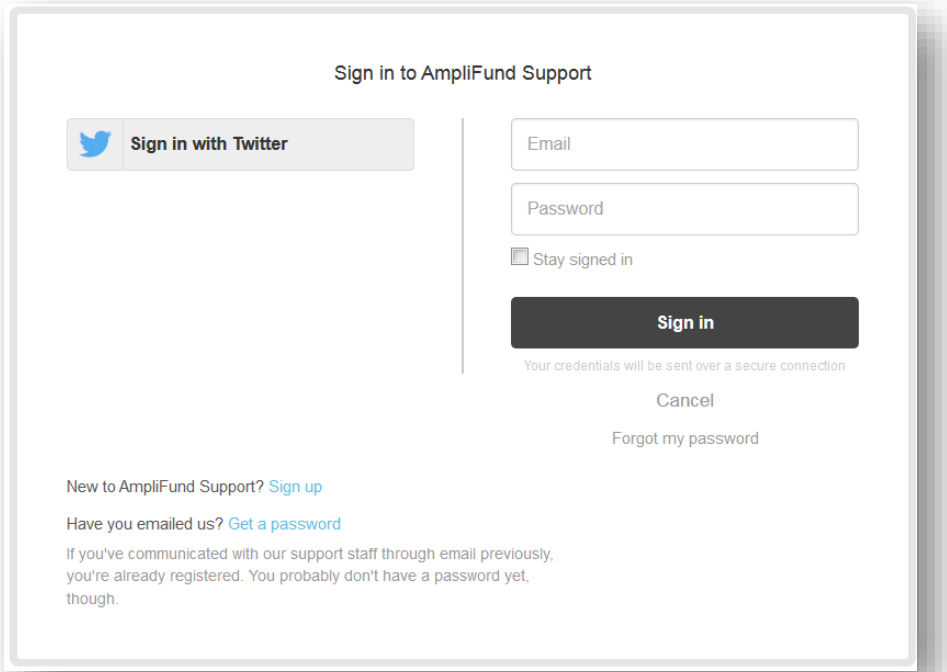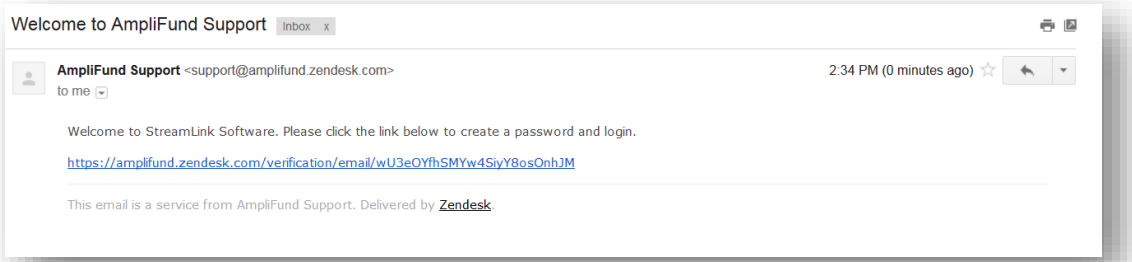
1. Go to https://amplifund.zendesk.com
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from support@zendesk.com will be sent to you via email
8. Click the link to set your password